

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO: Chief, Payroll Branch, Fiscal Division, Comptroller's Office

FROM: Chief, Finance Division

ALLOTMENT SYMBOL
1263-1040-1000

PAY PERIOD		ESTIMATED NUMBER	
BEGINNING	ENDING	HOURS	EMPLOYEES
8 Jan 1961	21 Jan 1961	160	5
22 Jan 1961	4 Feb 1961	160	5
5 Feb 1961	18 Feb 1961	160	5
19 Feb 1961	8 Mar 1961	160	5

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

25X1A9a

The above named individuals from the Comptroller's office are working on an overtime basis for Project [] an "Eyes Only" project. It is anticipated that two additional employees may be needed on the same basis. If further information is needed, please contact [] X8235.

The subjects' regular salaries are paid from the Comptroller's allotment 1263-1040-1000. All overtime performed is to be charged to 1635-5000-8021, [] allotment.

CONFIDENTIAL

DATE
7 January 1961
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TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)
Requested by [] X8235

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CONCURRENCE (if applicable)

TYPED NAME AND SIGNATURE OF DIVISION CHIEF

[] Chief, Finance Division

AUTHORIZATION

TYPED NAME AND SIGNATURE OF AUTHORIZING OFFICIAL

E. R. Saunders, Comptroller

DATE CONCURRED
12 January 1961

DATE AUTHORIZED

Approved For Release 05/02/02 : CIA-RDP78-05747A000300040046-3